

**SECURITY SYSTEMS & PROTECTIVE SERVICES AGENCY**  
**LICENSING PROCEDURES NEW APPLICATIONS**

1. Complete the Security Systems & Protective Services Agency application #1 – Licensing Fee \$25.00.  
Note: You must have a Delaware Office address unless you are a Monitoring Only company.
2. Each owner, partner and/or corporate officer must complete the Owner/Partner/Corporate Officer application #2 and submit two (2) sets of fingerprints – Processing Fee \$69.00 for each application.
3. The surety bond shall be from a Surety company authorized to be Surety in Delaware. The bond amount shall be \$10,000 and made payable to the State of Delaware. Please use the Security Systems & Protective Services Agency Bond form #3.
4. All Owner/Partner/Corporate Officers physically coming into the state of DE to perform any security systems and protective service transactions must have an ID card issued to them. The picture for the ID card will be taken during the time of your appointment. We **can not** accept mailed in photos. The ID card fee will be \$20.00 and renewed with the company license every two years. Fingerprinting will be completed at your appointment.
5. If the Owner/Partner/Corporate Officer is located out of state and will not enter DE to perform security system and protective work; they may obtain two (2) sets of fingerprints from their local police department and mail them with all documentation to our office. Any state applicant card or federal applicant card is accepted.
6. All fees may be combined – make check payable to *Delaware State Police*.
7. Once you have completed all applications and have obtained the surety bond, please contact Mrs. Lisa Trolinder, Professional Licensing at 302-672-5305 or [Lisa.Trolinder@state.de.us](mailto:Lisa.Trolinder@state.de.us) for instructions on how to submit your agency's applications (IN STATE ONLY). Out of state Agencies mail your application package (See #8)
8. For Federal Express, UPS, or any overnight service please use 655 South Bay Rd., Ste 1B, Dover, DE 19901. For United States Postal Service please use P.O. Box 430, Dover, DE 19903